



CALIFORNIA DEPARTMENT OF TRANSPORTATION
Division of Transportation Planning



FY 2004-2005

FY 2005-2006

Transportation Planning Grant Application

**Environmental Justice: Context-Sensitive
Planning for Communities
&**

Community-Based Transportation Planning

Application Deadline – October 15, 2004

This application package is located on the Caltrans Division of Transportation
Planning website at: <http://www.dot.ca.gov/hq/tpp/grants.htm>

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Grant Program Description

The California Department of Transportation, Division of Transportation Planning (DOTP) invites applications for the fiscal years 2004/2005 and 2005/2006 Transportation Planning Grants program. Applicants will have the opportunity to select which fiscal year cycles in which they would like their application to be considered. The funds available from two grant categories identified in this package may be used on a wide range of transportation planning applications.

INTRODUCTION

The California Department of Transportation (also known as Caltrans), provides one-time transportation planning grants for:

- Environmental Justice: Context-Sensitive Planning
- Community-Based Transportation Planning

These transportation-planning grants are intended to strengthen the economy, promote equity, and protect the environment. The results of these grants should improve mobility and lead to the programming and implementation of transportation improvement projects. These projects should emphasize economy, equity, environment, safety, jobs, housing, transportation, context sensitive planning, sustainable communities, public participation, and reduced traffic congestion.

CALTRANS TRANSPORTATION PLANNING GRANT GOALS

The Environmental Justice and Community-Based Transportation Planning grants have program specific purposes and are intended to address local needs and issues. These Transportation Planning Grants should address broad goals for the transportation system and are intended to foster common and desirable attributes statewide.

Grant applicants need to demonstrate in their application how their planning project reflects one or more of the following broad statewide planning goals:

- 1) strengthen the economy;
- 2) promote infill development and social equity;
- 3) protect the environment;
- 4) encourage efficient development practices;
- 5) promote jobs and affordable housing balance;
- 6) link housing, transportation and land-use planning;
- 7) and increase community livability (by creating an attractive, safe and cohesive community).

Projects are typically one-year, but the proposal may be scoped for a two-year timeline. Projects that can be replicated elsewhere in the state are especially welcomed. These grant programs have different purposes and matching requirements. There is no limit on the number of applications submitted by any one entity per application period. However, the same project may not receive Fiscal Year (FY) 2004/2005 or FY 2005/2006 funding from more than one planning grant program administered by Caltrans. You may not submit an application for the same project to more than one grant program. For the benefit of the applicant, Caltrans may refer a proposed project to a different grant program if the proposal is better suited for different funding.

Grant Program Description (cont.)

A total of \$6.0 million in grant funds for both programs is estimated to be available for FY 2004/2005 and FY 2005/2006 (see chart on page 5). This amount is pending approval of the respective final state budgets.

This application package is located on the Caltrans Division of Transportation Planning web site at:

<http://www.dot.ca.gov/hq/tpp/grants.htm>

The following page summarizes Environmental Justice and Community-Based Transportation Planning grant programs.

Transportation Planning Grant Summary Chart

| GRANT | FUND SOURCE | PURPOSE | ELIGIBILITY | LOCAL MATCH |
|--|--|---|--|--|
| Environmental Justice: Context-Sensitive Planning | State Highway Account Budget: \$1.5 million Grant Cap: \$250,000 | Fund projects that promote public participation in planning to improve mobility, access, equity, affordable housing, and economic opportunities for low-income, minority and Native American communities. | <p><u>RTPAs/MPOs /Cities /Counties/Transit Districts & Native American Tribal Governments as applicants or sub-recipients.</u></p> <p>The following may submit proposals only as sub-recipients:</p> <ul style="list-style-type: none"> • Universities • Non-Profit Organizations • Community Based Organizations • Local transportation commissions • Port authorities • Airport commissions, and similar entities. | A local contribution equal to 10% of the grant request (non state and non federal funds), of which half may be in-kind, is required. |
| Community-Based Transportation Planning | State Highway Account Budget: \$1.5 million Grant Cap: \$250,000 | Fund transportation and land use planning that promote public participation and support livable community concepts. | <p><u>RTPAs/MPOs/Cities/Counties/Transit Agencies, Public Entities as applicants or sub-recipients.</u></p> <p>The following may submit proposals only as sub-recipients:</p> <ul style="list-style-type: none"> • Universities • Native American Tribal Governments • Non-Profit Organizations • Community Based Organizations • Private sector entities | A local contribution equal to 20% of the grant request (non state and non federal funds). Up to 10% of the match can be in-kind. |

* Community-Based Organization (CBO) is a non-governmental entity organized for members to work together on a community-based issue, needs, or problems; can be or become a non-profit corporation (501.C.3) to receive funding from various sources.

Environmental Justice: Context-Sensitive Planning Grants

PURPOSE

The purpose of the Environmental Justice Grants is to promote more public involvement by diverse and under-served communities in the planning for transportation projects to prevent or mitigate disproportionate, negative impacts while improving their mobility, access to services, equity, affordable housing and economic opportunities.

GRANT SPECIFIC OBJECTIVES

- Proposed projects should have a clear focus on transportation and community development issues that address the interests of low-income, minority, Native American, and other under-represented communities.

EXAMPLES OF PROJECT TYPES

- Identifying and addressing transportation needs for the community;
- Identifying and involving under-represented groups in planning and project development;
- Improving demographic and socioeconomic analysis to identify emerging communities;
- Planning and safety improvements for pedestrians and bicycles;
- Feasibility studies for transportation improvements;
- Community revitalization and economic development with a transportation component;
- Improving cooperation in community development between public agencies and communities
- Developing guidelines and supporting information for EJ element of General Plan;
- Bilingual services for hearings, workshops and promotion of transportation services;
- Private Sector partnerships and foundation investment to enhance mobility, affordable housing and economic vitality;
- Promoting transportation technology, traveler information and energy efficiency in communities;
- Community-based design and public art associated with transportation facilities and Right-of-Way;
- Transportation projects with community health benefits;
- Improving access to telecommunication and internet where a transportation benefit is clearly demonstrated;
- Transportation and land use projects in central and inner cities and older suburbs;
- Transportation projects in underdeveloped rural and agricultural areas;
- In-fill development and brown field redevelopment with a transportation benefit for low-income and minority communities;
- Context-Sensitive Planning for port or airport expansions;
- Transportation planning that enhances the business climate, affordable housing and economic development in under-served communities;
- Transportation planning that enhances the assessment of goods movement in communities;
- Promoting Tribal Government involvement in transportation planning.

Environmental Justice: Context-Sensitive Planning Grants (cont.)

ELIGIBILITY

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), Cities, Counties, Native American Tribal Governments, and Transit Districts may apply for a grant independently as an applicant. Universities, Community-Based Organizations, private non-profit organizations, local transportation commissions, port authorities, and airport commissions are considered sub-recipients and must have an MPO, RTPA, city or county as the main or lead applicant. Every application should have letters of support by all its partners, including city and county resolutions, as well as identifying the specific work and funding each partner will contribute. City and county resolutions will not be needed until a grant is actually awarded.

FUNDING

An estimated \$1,500,000 will be available in FY 2004/2005 pending state budget approval. Funding for each approved project requires a maximum of 90 percent State grant funds (maximum \$250,000) and a local contribution equal to 10 percent of the grant request (one-half may be in-kind).

Direct your grant application questions to Caltrans Policy Analysis and Research staff:

- Project Manager: Norman Dong (916) 651-6889 norman_dong@dot.ca.gov
- Project Assistant: Brian Abbanat (916) 653-3726 brian_abbanat@dot.ca.gov

Direct your programmatic questions to:

- Program Chief: Reza Navai (916) 653-3424 reza_navai@dot.ca.gov

Community-Based Transportation Planning Grants

PURPOSE

The purpose of the Community-Based Transportation Planning (CBTP) Grant Program is to fund coordinated transportation and land use planning projects that encourage community involvement and partnership. Projects should support livable community concepts (see examples of project types), and promote community identity and quality of life.

GRANT SPECIFIC OBJECTIVES

- Supports livable community concepts (see examples of project types);
- Addresses a deficiency, conflict, or opportunity in coordinating land use and transportation;
- Pertains to a study area where remedies to deficiencies in balanced, multi-modal transportation planning will provide significant community benefit;
- Leverages resources that may result in future improvements;
- Supports an increase in residential development or rehabilitation capacity, revitalization of an area including residential uses;
- Includes identifiable and likely synergistic effects (i.e. provision of any single benefit will likely induce additional benefits).
- Should be innovative and stress community-based “grassroots” involvement.

EXAMPLES OF PROJECT TYPES

Projects should involve conceptual-level planning and design activities that encourage community stakeholder collaboration and promote one or more of the following livable community concepts:

- Long-term sustainable community/economic development and growth;
- Improved mobility and transportation choices for a wide range of users;
- Safe and complete pedestrian/bicycle/transit linkages;
- Jobs and affordable housing balance;
- Increased transit oriented development or “transit villages”;
- Mixed-land use development;
- Context sensitive streetscapes;
- Freight-friendly locations, delivery and parking;
- Re-use or infill/compact development.

ELIGIBILITY

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), cities, counties, public entities, and transit agencies may apply for a grant independently. The following organizations may submit proposals only as subrecipients and must have an MPO, RTPA, city or county, or other public entity as the applicant: Native American Tribal Governments, universities, community-based organizations, private non-profit organizations, and private sector entities.

Community-Based Transportation Planning Grants

FUNDING

An estimated \$1,500,000 will be available in FY 2004/2005 pending State budget approval. Similarly, an estimated \$1,500,000 will be available in FY 2005/2006 pending State budget approval. Funding for this program requires a maximum of 80 percent State grant funds (cannot exceed \$250,000) and a local contribution equal to at least 20 percent of the grant request (one-half may be in-kind).

Direct your grant application requirements to Caltrans Office of Community Planning staff:

- Project Manager: Stuart Mori (916) 651-8204 stuart_mori@dot.ca.gov

Direct your programmatic questions to:

- Program Supervisor: Chris Ratekin (916) 653-4615 chris_ratekin@dot.ca.gov
- Program Chief: Tom Neumann (916) 651-6882 tom_neumann@dot.ca.gov

General Information & Requirements

Application Procedure:

Applications must be signed, received with all documents no later than 5:00 PM on Friday October 15, 2004 at the appropriate Caltrans District Office (See pages 16-19). Caltrans district staff is available to help interested groups complete their applications.

Timeline:

- July 1, 2004 – Caltrans Transportation Planning Grant Application available by mail, e-mail, and website. (<http://www.dot.ca.gov/hq/tpp/grants.htm>)
- Late July-August, 2004 – Anticipated Grant Application workshops.
- October 15, 2004 - Final applications due to appropriate Caltrans District Planning Office.
- March 2005- Estimated time of FY 04-05 grant award announcements (pending State budget approval).
- July 2005- Estimated time of FY 05-06 grant award announcements (pending State budget approval).

List of State Senators and State Assembly Members

A list of all State Senators and State Assembly Members within the project area must be identified by district and included within the grant application. If this list includes more than ten Senate and Assembly Districts, just identify the county (or counties) located within the project study area.

Financial Requirements

Administrative costs for these projects must not exceed 15 percent of the grant request. Administrative costs are generally defined as office supplies, utilities, telephone bills, reproduction costs and rent. Grant funding is provided in arrears with reimbursement occurring no more frequently than monthly. The applicant must pay its sub-recipients and named sub-contractors prior to requesting reimbursement from Caltrans. Local match must be provided on a proportional basis coinciding with invoicing frequency. Sources for local match can include local sales tax, special bond measures, private sector donations, and private foundation funds. Examples of in-kind contributions include the following: printing, facilities, interpreters, equipment, advertising, staff time, etc.

Ineligible Projects and Expenses

Environmental studies, plans or documents normally required for project development under NEPA or CEQA, detailed design or engineering qualified work, multi-phase projects, and project study reports are not eligible activities for these grants, even if funded with outside funds or provided as match. Construction projects, maintenance or acquisition of vehicles for bus or shuttle programs are also ineligible.

The purchase of computers, software, and office furniture are ineligible expenses. The grants cannot be used for personal expenses or other items unrelated to the project.

General Information & Requirements (cont.)

Eligible Expenses

Grants are to be used for planning-related tools and activities, such as surveys, community meetings and focus groups, planning consultants, bilingual services to facilitate meetings, reproduction costs, office supplies, conceptual renderings and drawings of project, rental of computers, and transit pass and light refreshments to facilitate public participation.

Ownership

Any technologies or inventions that may result from the use of these grants are in the public domain and may not be copyrighted, sold or used exclusively by any business, organization or agency. The awarding agency reserves a royalty-free nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for government purposes.

Overall Work Program & Local Resolution Requirement

Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Agencies (RTPA) must include their awarded projects in their Overall Work Program (OWP).

Environmental Justice and Community Based Transportation Planning funds awarded to counties, cities, and transit districts should be included as an informational item in the appropriate Metropolitan Planning Organization/Regional Transportation Planning Agency OWP. However, if the match is provided by the city, the MPO/RTPA must include the project in their OWP.

Local Resolutions

Local resolutions will be required only if a grant is awarded. Prior to contracting, funds awarded to counties, cities, and transit districts require a local resolution from their governing body. Local resolutions must be clear in naming and authorizing an office in the city, county or regional agency to: (1) apply for a planning grant; (2) to accept such a grant; (3) authorize appropriate match (if applicable) and (4) authorized to execute a contract with the California Department of Transportation for purposes of implementing the planning grant project. See for sample resolutions.

Title VI Non-Discrimination Requirement

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically Title VI provides the following:

“No person in the United States shall, on the ground of race color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the federal government.”

Title VI Non-Discrimination Requirement (Continued)

The California Department of Transportation is responsible for complying with civil rights requirements and for monitoring compliance of any sub-recipients of funding. This is also applicable to sub-recipients of state funding. The Federal Highway Administration and the Federal Transit Administration each have requirements that recipients must demonstrate continued compliance with Title VI.

Disadvantaged Business Enterprise (DBE) Requirement

Applicants for Federally funded grants must comply with Title VI Civil Rights requirements regarding Disadvantaged Business Enterprises (DBE) programs. For more information see 49 CFR Parts 23 and 26 Participation by DBE in the Department of Transportation Programs and Caltrans' Local Assistance Procedures Manual Chapter 9 dated February 1, 1998.

<http://www.dot.ca.gov/hq/LocalPrograms/lpp/lpp01-04.pdf>

Subcontracting

Applicants must comply with bidding requirements for 3rd party contracts as necessary. See 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

http://www.nhtsa.dot.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/03_DOTComRul_49CFR18.html

If the grant applicant specifically identifies a qualified, private consultant in the scope of work, that consultant may be used without further bidding. Applicants are reminded to select consultants fairly and carefully. If there is any change in plans that require using a consultant not named in the scope of work, then state competitive bidding requirements must be followed.

Single subcontracts, such as for consultants that exceed \$25,000 must be bid. The bidding process does not need to be elaborate, but must reflect a reasonable effort to seek at least three written proposals. It must be a fair and documented process. Single subcontracts below \$25,000 are not subject to bid requirements.

A State boilerplate agreement for subcontracts does not exist. Each grantee should use a format that follows the appropriate state and federal requirements.

For grants that are a continuation of an existing project (i.e. a specific plan from a general plan) in which a private consultant has been retained, the grantee is not required to re-bid the project. However, before work begins on the grant portion of the project, the grantee must submit in writing to the District stating this is a continuing project and ask not to competitively bid that portion of the project.

Transportation Planning Grant Application Cover Sheet

Five complete hard copies of the application package for the FY 2004/2005 and FY 2005/2006 Transportation Planning Grant Program must be received on or before October 15, 2004 at the Caltrans District Planning Office. Applicants are also required to **submit the electronic file** of the application package in Microsoft Word. Submit additional sub-recipients (if more than one) on a separate grant application cover sheet.

| General Information |
|--------------------------------|
| Grant Program: |
| Project Title: |
| Location (county/city): |

| | Applicant | Sub-recipient(s) |
|------------------------|-----------|------------------|
| Organization | | |
| Contact Person | | |
| Contact Title | | |
| Mailing Address | | |
| City | | |
| Zip Code | | |
| E-mail Address | | |
| Telephone | () | () |
| Fax | () | () |

| Funding Information | |
|------------------------------|----|
| Grant Funds Requested | \$ |
| Local Match/In-Kind | \$ |
| Identify Match Source | |
| Other Funding Source | \$ |
| Total Project Cost | \$ |

**Please Select the Grant Cycle(s)
for which you are applying:**

| GRANT CYCLE | CHECK (✓) |
|----------------|-----------|
| 2004/2005 only | |
| 2005/2006 only | |
| BOTH | |

To the best of my knowledge, all information contained in this proposal is true and correct.

Signature of Authorized Official (Applicant)

Title

Print Name

Date

Signature of Authorized Official (Sub-recipient)

Title

Print Name

Date

Transportation Planning Grant Application Criteria

A broad-based selection committee comprised of Caltrans staff, other agencies and community organizations will convene to evaluate and rank all the proposed projects based on the following questions and award criteria. The total application should not exceed 15 pages (excluding the grant cover sheet, letters of support(s), and appendix).

THE APPLICATION MUST CONTAIN THE FOLLOWING ITEMS IN THE FOLLOWING ORDER. THE NUMBER OF TOTAL POSSIBLE POINTS PER ITEM IS IDENTIFIED BELOW.

Checklist

- ☐ 1. Completed and signed grant application **cover sheet**. (page 13)
- ☐ 2. Give a **concise project summary (half page maximum)**:
 - Identify the community, the stakeholders and what they want to accomplish
- ☐ 3. Give a clear **description of the project area and its demographics**: (5 points)
 - Describe project area and identify the populations, income, languages, and transportation issues pertinent to the study.
- ☐ 4. Provide a **clear justification** for the planning project: (15 points)
 - Why is the project needed or justified?
 - What will be the result or benefit to implementing this project?
- ☐ 5. **Scope of Work**: For each task, describe the methods, identify the responsible party, fund source, budget and deliverable products. In addition, complete “Project Schedule and Funding Chart” (example on page 20) and “Project Summary Sheet” (example on page 21). Make sure funding chart totals add up to the figures in the grant application cover sheet. (20 points)
- ☐ 6. Demonstrate how this proposal reflects one or more of the goals in the **Caltrans Transportation Planning Grant Goals** (see page 3). (20 points)
- ☐ 7. Describe how the project will address **specific objectives**. See page 6 for Environmental Justice objectives and page 8 for Community-Based Transportation Planning objectives. (15 points)
- ☐ 8. Describe the project’s approach to **public participation** and how this project will involve the public, nonprofit and community based organizations, Native American Tribal Governments, and under-represented groups in the planning and decision-making in the project. Demonstrate how cooperation and dialogue with other public entities will occur to ensure the planning project is successful and has a high likelihood of implementation. (15 points)
- ☐ 9. Describe **project outcomes and management**, including but not limited to: (10 points)
 - Identify any milestones, interim products and final product.
 - Steps to be taken during the project to ensure a successful outcome.
 - Cost effective and reliable management of resources

Transportation Planning Grant Application Criteria (cont'd)

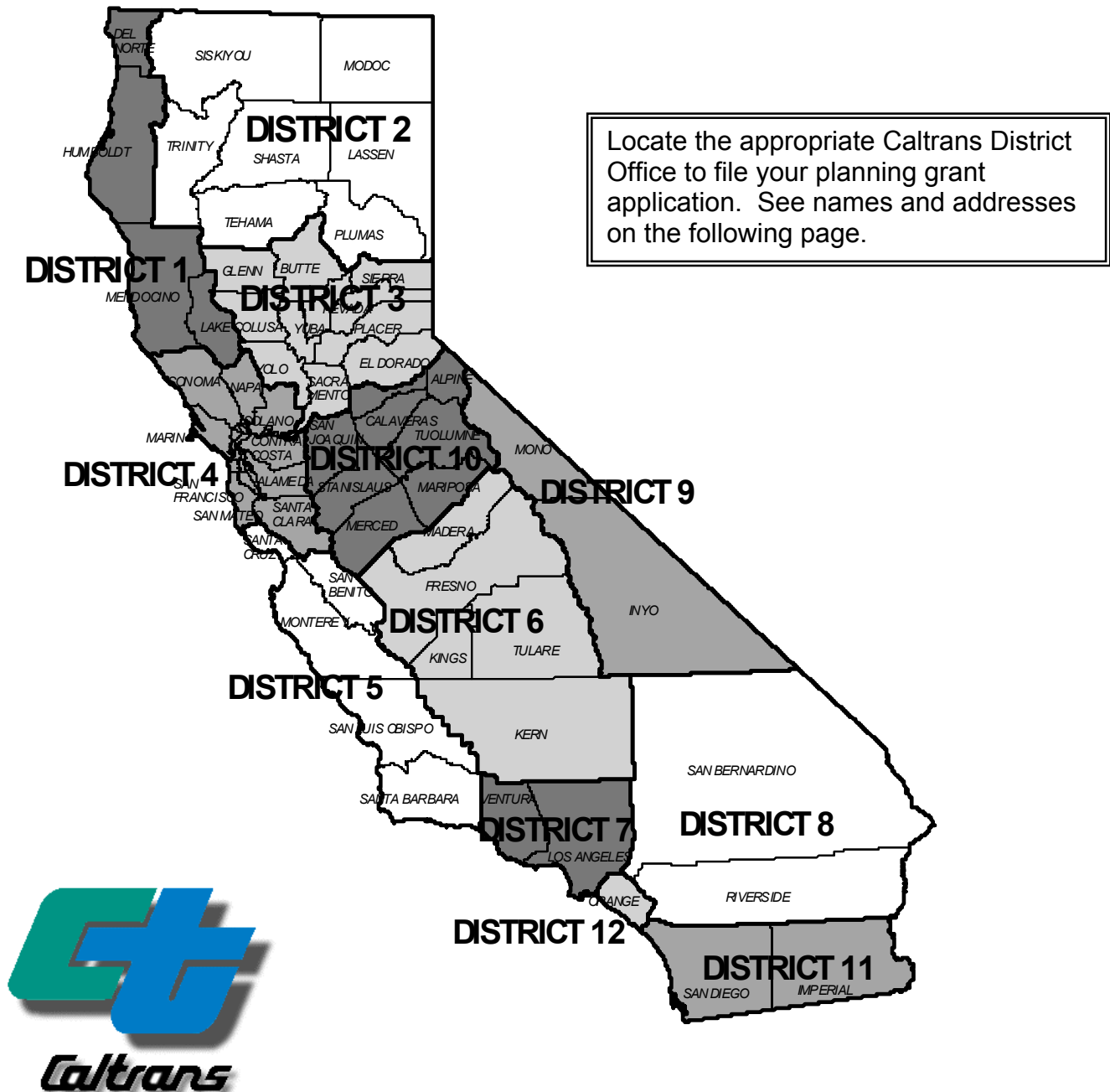
- ☐ 10. Complete required **supporting documentation**, including:
- Map of project area (8½" X 11") where the work specified in the application will occur.
 - Legislative Districts with names of Senator and Assembly members within project area (see page 10 for projects with substantial legislative representation).
 - Letters of support. (Letters can come from community-based organizations, local government or service agencies, or elected officials).
- ☐ 11. **Five hard copies and one electronic copy on a disk or CD (Microsoft Office compatible).**

In summary, grant application format should reflect the following order:

1. Cover Sheet
2. Project Summary
3. Description of Project Area & Demographics
4. Need & Justification for the project
5. Scope of Work
6. Grant Specific Objectives
7. Public Participation
8. Federal Emphasis Areas and Caltrans Mission and Goals
9. Project Outcomes
10. Supporting Documentation (Include in Appendix. Does not count against page total.)

Application must be received by 5:00 P.M Friday, October 15, 2004 at the appropriate Caltrans District Planning Office. See pages 16-19.

DEPARTMENT OF TRANSPORTATION DISTRICT BOUNDARIES



Caltrans Headquarters and District Planning Contact List

| HEADQUARTERS | Contact | |
|---|---|---|
| Division of Transportation Planning 1120 N Street, MS 32 Sacramento, CA 95814 | Environmental Justice: Program Chief: Reza Navai, (916) 653-3424 Project Manager: Norman Dong, (916) 651-6889 <i>*primary contact*</i> Project Assistant: Brian Abbanat, (916) 653-3726 Community Based Transportation Planning Program Chief: Tom Neumann, (916) 651-6882 Program Supervisor: Chris Ratekin, (916) 653-4615 Program Manager: Stuart Mori, (916) 651-8024 <i>*primary contact*</i> | |
| DISTRICT 1 | Contact | MPO/RTPA |
| 1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502 | Environmental Justice Brian Travis, (707) 445-5219 Jesse Robertson, (707) 441-2009 FAX: (707) 441-5869 Community Based Transportation Planning Marie Brady, (707) 445-5230 FAX: (707) 441-5869 | <ul style="list-style-type: none"> • Del Norte LTC • Humboldt COG • Lake COG • Mendocino COG |
| DISTRICT 2 | Contact | MPO/RTPA |
| 1657 Riverside Dr Redding, CA 96001 (P.O. Box 496073) 96049-6073 | Debbie Ginn, (530) 225-4671 FAX: (530) 225-3578 | <ul style="list-style-type: none"> • Lassen LTC • Tehama LTC • Modoc LTC • Trinity LTC • Plumas LTC • Siskiyou LTC • Shasta LTC |
| DISTRICT 3 | Contact | MPO/RTPA |
| Sacramento Area Office 2389 Gateway Oaks Drive, Suite 100 P.O. Box 942874 Sacramento, CA 94274-0001 | Jennifer Hayes (916) 274-0610 FAX: (916) 274-0648 | <ul style="list-style-type: none"> • Butte CAG • Sierra LTC • Colusa LTC • Glenn LTC • El Dorado LTC • Nevada LTC • Placer LTC • Sacramento Area COG • TRPA - Tahoe Basin • TMPO - Tahoe Metropolitan Planning Organization |

Caltrans Headquarters and District Planning Contact List (cont'd)

| DISTRICT 4 | Contact | MPO/RTPA |
|--|---|---|
| 111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-0660 | Environmental Justice Surinder Sikand, (510) 286-5472 Emmanuel Mekwunye, (510) 286-6326 FAX: (510) 286-5513 Community Based Transportation Planning Jean Finney, (510) 286-6196 FAX: (510) 286-5513 | <ul style="list-style-type: none"> • Metropolitan Transportation Commission |
| DISTRICT 5 | Contact | MPO/RTPA |
| 50 Higuera St. San Luis Obispo, CA 93401 | Cindy Utter, (805) 549-3970 FAX: (805) 549-3077 | <ul style="list-style-type: none"> • Monterey LTC • Santa Cruz LTC • San Benito COG • AMBAG • Santa Barbara CAG • San Luis Obispo COG |
| DISTRICT 6 | Contact | MPO/RTPA |
| 1352 W. Olive Dr. Fresno, CA 93728 (P.O. Box 12616) 93778 | Marta Frausto, (559) 488-4168 Nell Hill, (559) 488-4325 FAX: 559-488-4088 | <ul style="list-style-type: none"> • Fresno COG • Tulare COG • Kern COG • Kings CAG • Madera LTC |
| DISTRICT 7 | Contact | MPO/RTPA |
| 120 S. Spring Street Los Angeles, CA 90012-3606 | Fernando Castro, (213) 897-1950 Melanie Bradford, (213) 897-9446 FAX: (213) 897-1337 | <ul style="list-style-type: none"> • SCAG |
| DISTRICT 8 | Contact | MPO/RTPA |
| 464 W. Fourth St Sixth Floor San Bernardino, CA 92401 | Environmental Justice Lorna Foster (909) 383-4473 FAX (909) 383-6890 Community Based Transportation Planning John Chiu, (909) 388-7139 FAX: 909-383-6890 | <ul style="list-style-type: none"> • SCAG • RCTC |
| DISTRICT 9 | Contact | MPO/RTPA |
| 500 South Main St. Bishop, CA 93514 | Forest Becket, (760) 872-0735 FAX: (760) 872-0678 | <ul style="list-style-type: none"> • Inyo LTC • Mono LTC |

Caltrans Headquarters and District Planning Contact List (cont'd)

| <u>DISTRICT 10</u> | Contact | MPO/RTPA |
|--|--|--|
| 1976 East Charter Way Stockton, CA 95206 (P.O. Box 2048) 95201 | Environmental Justice Maria Rodriguez, (209) 948-7475 FAX: (209) 948-7194 Community Based Transportation Planning Lynn O'Connor, (209) 948-7575 FAX: (209) 948-7710 | <ul style="list-style-type: none"> • Alpine LTC • Amador LTC • Calaveras COG • Mariposa LTC • Merced CAG • Tuolumne COG • San Joaquin COG • Stanislaus COG |
| <u>DISTRICT 11</u> | Contact | MPO/RTPA |
| 2829 Juan Street San Diego, CA 92110 (P.O.Box 85406) 92186 | Mike Kent, (619) 688-6822 Ali Shahmiri, (619) 220-5390 FAX: (619) 688-2598 | <ul style="list-style-type: none"> • SANDAG |
| <u>DISTRICT 12</u> | Contact | MPO/RTPA |
| 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661 | Maureen El Harake, (949) 724-2086 FAX: (949) 724-2256 | <ul style="list-style-type: none"> • Orange County Transportation Authority • SCAG |

Sample Proposal Schedule and Funding Chart

Proposal Schedule and Funding Chart
(Proposal must contain the following elements in any format.)
Can be more than one page (two years).

| Project Title | | Community Travel Assessment & Plan | | | | | | | | | | | | | | | | | |
|---------------------------------|-------------------|------------------------------------|-----------------|----------------|--------------|-----------|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------------------|
| Tasks | Fund Source | | | | | | Fiscal Year 2004/05 | | | | | | | | | | | | Deliverable |
| | Responsible Party | Cost Total | Grant (%) | Local (%) | In-kind (%) | Other (%) | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
| Kick-Off Meeting w/ Communities | MTA | \$1,500 | \$1,000 | \$250 | \$250 | | x | x | | | | | | | | | | | Initial Meeting |
| RFP Consultant Selection/Start | MTA | \$1,500 | \$1,500 | | | | | | x | x | | | | | | | | | RFP & Consultant |
| Data Collection & Surveys | Consultant | \$3,500 | \$3,000 | \$500 | | | | | | | x | x | x | | | | | | Needs Data |
| Focus Groups & Workshops | Consultant | \$8,500 | \$7,500 | \$1,000 | | | | | | | | | | x | | | | | Community Issues |
| Analysis of Data | Consultant | \$2,500 | \$2,500 | | | | | | | | | | | x | x | | | | Summary & Conclusions |
| Draft Report | Consultant | \$3,000 | \$2,800 | \$200 | | | | | | | | | | | x | x | | | First Draft |
| Presentation to MTA Board | Consultant | \$1,500 | \$1,200 | \$300 | | | | | | | | | | | | x | | | MTA Presentation |
| Presentation to Community | MTA | \$1,500 | \$1,500 | | | | | | | | | | | | | | x | | Community Presentation |
| Final Report & Plan | Consultant | \$4,750 | \$4,000 | \$500 | \$250 | | | | | | | | | | | | | x | Final Plan |
| Totals | | \$28,250 | \$25,000 | \$2,750 | \$500 | | | | | | | | | | | | | | |

Sample Project Summary Sheet

PROJECT SUMMARY SHEET

Work Element ____ - System Wide Ridership Survey

Objective

To conduct a countywide ridership survey of all MTA fixed routes, intra-community routes, inter-city inland routes, coastal routes and the three Dial-A-Ride service, to determine current ridership demographics and to collate statistics into a database to build historical information to be used for future transit planning.

Discussion

The MTA is a Joint Powers Agency (JPA) formed in 1976 by the County of Mendocino and four incorporated cities: Fort Bragg, Point Arena, Willits and Ukiah. MTA's public operation consists of three general public Dial – A- Rides, and eleven fixed bus routes (intra-city, inter-city and inter county). MTA provides transit services within Mendocino County and connects residents with key transit centers in Santa Rosa, located in Sonoma County.

The last system-wide on board survey of bus and Dial-A-Ride passengers was conducted in January 1995. Since that time we have added new service and we have never had a comprehensive profile of our Dial-A-Ride passengers. We also have before us numerous requests to add additional services including a fixed route within the city of Willits and between the community of Talmage and the City of Ukiah. Current passenger profile information is aging and updated data is required to adequately evaluate changes in population and demographics to plan the level and distribution of service.

Previous Work Completed

Since the last system-wide on board survey was conducted in 1995, various passenger profile surveys have been conducted through several planning projects and/or to gather information about a specific service area or route.

Tasks

| | <u>% of Work</u> | <u>Cost \$</u> |
|---|-------------------------|-----------------------|
| ____ .01 Consultant Selection and Start-up | 5% | _____ |
| ____ .02 Review of Existing Data and documentation | 15% | _____ |
| ____ .03 Conduct On Board Surveys | 40% | _____ |
| ____ .04 Produce Final Report and Database Software | 40% | _____ |
| TOTAL | 100% | |

Products

1. Passenger profile for all services.
2. Analysis of potential markets and the strategies to reach those markets.
3. Survey information entered into a database program for future comparisons and analysis.
4. Draft Final Reports

| <u>Revenues</u> | | <u>Expenditures</u> | |
|--------------------------------|------------------------|----------------------------|------------------------|
| Transportation Development Act | \$3,109 (11.47%) | MTA Staff | \$2,711 (10%) |
| FTA Section 5313(b) | \$24,000 (88.53%) | Consultant | \$24,398 (90%) |
| Total | \$27,109 (100%) | | \$27,109 (100%) |

Sample Local Resolution

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO AUTHORIZING THE APPLICATION, ACCEPTANCE, AND EXECUTION OF AN ENVIRONMENTAL JUSTICE TRANSPORTATION PLANNING GRANT FROM THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION.

WHEREAS, the City of San Diego is in the process of seeking financial support for the development of a pedestrian and bicycle mobility study in the San Ysidro community area [Project]; and

WHEREAS, the Project will develop strategies, measures, and recommendations to promote walkability, bicycling and improved accessibility to transit use for residents, visitors and business people, the objective being to promote alternative transportation modes for trips in the San Ysidro area of San Diego; and

WHEREAS, the Project will help implement the goals of the San Ysidro Community Plan and the City's smart growth efforts in the San Ysidro community; and

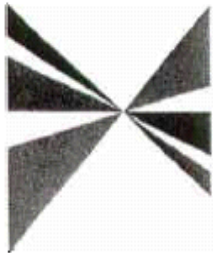
WHEREAS, the Planning Department proposes to request \$270,000 in grant funds and \$30,000 in local matching funds (TRANSNET Funds) for consultant services needed to develop circulation and streetscape plans enhancing pedestrian and bicycle mobility in the San Ysidro area; and

WHEREAS, authorization is now being requested to submit the grant application, accept and administer the grant funds, and execute the agreement between the City of San Diego and the State of California Department of Transportation; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, as follows:

1. That the City Manager, or designee, is authorized to apply to the State of California Department of Transportation for a Federal Highway Administration Environmental Justice Transportation Planning Grant for the Project.
2. That the City Manager, or designee, is authorized to take all necessary steps to secure the grant funds from the State of California Department of Transportation to provide funds for the Project.
3. That the City Manager, or designee, is also authorized and empowered to conduct all negotiations, execute and submit all documents, including but not limited to contracts, subcontracts, applications, agreements, extensions, renewals, payment requests, and amendments of funding provided by the Federal Highway Administration and California Department of Transportation which may be necessary for the completion of the Project.
4. That the City Manager, or designee, is authorized, for and on behalf of the City, to accept, appropriate, expend, and administer the grant funds, if secured, in accordance with the terms and conditions set forth in the approved grant for the Project.

SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

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San Bernardino County: Paul Biane, San Bernardino County • Bill Alexander, Rancho Cucamonga • Edward Burgum, Town of Apple Valley • Lawrence Dale, Barstow • Lee Ann Garcia,

**RESOLUTION NO. 03-447-3 OF THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS TO
APPROVE AND ADOPT A BUDGET AMENDMENT #1 TO THE FISCAL
YEAR 2003-2004 OVERALL WORK PROGRAM (OWP)**

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO) for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial;

WHEREAS, in conjunction with the Overall Work Program Amendment and Master Fund Transfer Agreement, the Overall Work Program Amendment constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for Consolidated grant funding;

WHEREAS, SCAG prepared the Overall Work Program (OWP) for Fiscal Year (FY) 2003-2004 which was approved by the Regional Council, the governing body of SCAG, at its regular meeting of May 1, 2003 and which was reviewed by member agencies and SCAG staff;

WHEREAS, the OWP is the basis for SCAG's annual activities and budget;

WHEREAS, SCAG has adopted Budget Amendment #1 to the OWP for FY 2003-2004;

WHEREAS, 23 CFR 9.5 and 450.220 require that the designated MPO and Caltrans certify that the transportation planning process is addressing the major issues in the metropolitan area and is being conducted in accordance with all applicable requirements.

NOW, THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments, that SCAG does hereby approve and adopt the Budget Amendment #1 to the OWP for FY 2003-04 and certifies that its planning process will be implemented through the OWP, in accordance with:

1. 23 U.S.C. 134 and 135;
2. Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d));
3. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
4. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded projects (49 CFR part 26); and,
5. The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-